

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 37  
12 - 18 October 1960

DATE: 19 October 1960

## I. SIGNIFICANT ITEMS

Nothing to report.

## II. OTHER ACTIVITIES

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1. Mr. [REDACTED] chairman of the DD/I Vital Materials Committee and chief of the OCR Vital Materials Program, called [REDACTED] last week for assistance in giving a series of orientation briefings on OCR Vital Materials. A group of about 42 supervisors and administrators in OCR have visited the Vital Materials Repository in the past several years and have been briefed on their own division's vital materials. The purpose of the present series of briefings is to acquaint each individual with the materials in each other's division's holdings so that, in case of emergency, each person would be in a position to provide service from any one of the OCR Division's holdings.

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[REDACTED] accompanied a group of OCR supervisors to VMR on Wednesday, 12 October, to participate in briefings on Special and Industrial Registers. As a result of these briefings he recommended to Mr. [REDACTED] (a) That all individuals participating in the briefing should first have seen VMR in its present setting (some visited VMR several years ago when it was in another building); (b) That the briefings on the individual division holdings could be given in Washington; and (c) That at the conclusion of the briefings it would be desirable to work on problems at VMR during which the individuals attempt to answer specific questions or problems by the use of materials deposited by each of the divisions.

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Mr. [REDACTED] accepted these suggestions, and he is sending a letter through channels to request [REDACTED] services to run this course which is called OCR Vital Materials Instruction.

2. Intelligence Research (Map and Photo Reading) No. 16 began on Monday, 17 October, with an enrollment of ten students.

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*See para. 4 of 0/15 Weekly  
Act. Report of 13 Oct.*

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3. The two large sections of the Intermediate Writing Workshop started Monday, with the students looking enthusiastic, bright, cheerful, and alert, thus giving both instructors the impression that this will be a good class. Only one minor incident tended to dispel the instructors' optimism. The incident began when a student who had been assigned to Mr. [REDACTED] section showed up in Mrs. [REDACTED] section, with the firm conviction that this was where he was supposed to be. He remained in Mrs. [REDACTED] section for the introductory talk by the instructor, including the introduction of herself ("I am [REDACTED] your instructor") and the writing of her name on the blackboard. At the coffee break, when it was established that the student belonged in Mr. [REDACTED] section, Mrs. [REDACTED] told him how to get there. Clutching two pages of notes from the introductory talk, he happily introduced himself to Mr. [REDACTED] told me to come here."

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*What's in a name?  
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